

Loudoun County Public Schools

Special Education Advisory Committee Bylaws

Article I – Name

The name of this body shall be the Special Education Advisory Committee (SEAC) for Loudoun County Public Schools (herein referred to as “the Committee”).

Article II – Purpose

Major responsibilities of the Committee which are addressed in the Regulations Governing Special Education Programs for Children with Disabilities in Virginia (effective JANUARY 27, 2010; page 120 8VAC20-81-230-D) are as follows:

1. Advise the local school division of needs in the education of children with disabilities;
2. Review the policies and procedures and changes thereof for the division of special education and related services prior to submission to the local school board;
3. Participate in the development of priorities and strategies for meeting the identified needs of students with disabilities;
4. Submit periodic reports and recommendations regarding the education of students with disabilities to the division superintendent for transmission to the local school board;
5. Assist the local school division in interpreting plans to the community for meeting the special needs of children with disabilities for educational services, and participate in the review of the local school division’s annual plan, as outlined in VAC20-81-230-D.

Article III – Membership

1. Number

Membership of the Committee shall be limited to twenty-one (21) voting members.

2. Appointment of Members

Prospective members, who have attended a minimum of ~~five~~ **three (3)** ~~monthly~~ SEAC meetings, **which should include one (1) SEAC subcommittee meeting**

32 within a calendar year, must submit a completed membership application to the
33 Vice Chair of Membership, via the Director of Special Education, ~~an application~~
34 ~~outlining their desire and qualifications to serve on the Committee~~. Appointment
35 shall be at the sole discretion of the LCPS School Board. The Vice Chair of
36 Membership will provide the School Board, via the LCPS Director of Special
37 Education, a nominated slate of candidates approved by the Executive
38 Committee to fill vacancies as they occur. The School Board reserves the right
39 to appoint any candidate that they believe to be qualified to serve on SEAC.

40 The LCPS School Board shall strive to maintain diversity by considering the
41 geographical location of the prospective member's residence, the disabling
42 condition he/she represents and their child's age. Students with a disability may
43 also apply for voting membership status.

44 The Vice Chair of Membership and LCPS School Board shall solicit applications
45 from the public/private sectors that have a vested interest in the educational
46 needs of individuals with disabilities. Priority will be given to applicants that best
47 fit the diversity needs of the Committee.

48 Prior to nomination, interested persons will be advised by the Vice Chair of
49 Membership of membership responsibilities. The Vice Chair of Membership shall
50 present the membership nomination(s) to the School Board, via the Director of
51 Special Education, for consideration. Notification of nomination shall be sent by
52 the Vice Chair of Membership to all new appointees. Following the appointment of
53 some/all of the nominees, all nominees will be notified of the results. Applications
54 from nominees not appointed shall remain on file for a period of two years.
55 Nominees who remain qualified but were not appointed will be reconsidered by the
56 School Board for the next term.

57 **3. Members**

58 Members of the Committee shall include, but not be limited to, the following
59 persons or representatives of groups with the possibility that a Member may be
60 representative of more than one of the stakeholder groups:

- 61 a. Persons with disabilities;
- 62 b. A majority of the committee shall be parents, guardians and/or caregivers of
63 persons with disabilities;
- 64 c. Community civic organizations;
- 65 d. Business or industry;
- 66 e. Public agencies concerned with the care of persons with disabilities;

- f. Other local advisory committees concerned with the education and training of students with disabilities;
- g. The committee shall include one teacher; and
- h. Representatives for the Committee (PTA, PTO, PTSO).

4. Consultants

The Director of Special Education, or their designees, and other persons at the discretion of the Director of Special Education and/or the Committee shall serve as consultants to the Committee.

5. Term of Members

Members shall be appointed for two (2) year terms. To assure the continuity of the Committee, a maximum of one-third of its Members shall rotate off the Committee each year. A Member may thereafter be reappointed for one successive two (2) year full term before rotating off the Committee if he/she submits a letter of intent to the Vice Chair of Membership by April of the second year of their term. After serving three (3) successive full terms, a Member may not be reappointed until one year has elapsed, if there are other prospective members that are available for appointment to fill the membership position(s) under Section 2. New members will be provided a copy of the Freedom of Information Act (FOIA) within two (2) weeks of appointment by the School Board and shall acknowledge an understanding of and agree to comply with the Freedom of Information Act (FOIA).

6. Vacancies

Should vacancies occur because of low application numbers or the withdrawing of an active Committee Member, the Vice Chair of Membership, via the Director of Special Education, shall present a slate of names as approved by the Executive Committee to the School Board for consideration of appointment. Any member wishing to resign from the Committee must submit a written resignation to the Vice Chair of Membership, who will forward on to the School Board via the Director of Special Education, in advance of the anticipated resignation date.

7. Absences

Members are required to attend all meetings in a school year with no more than three (3) unexcused absences. With the fourth unexcused absence, the person will be removed as a Member on the Committee. A record of attendance shall be kept by the Vice Chair of Membership who shall report periodically to the Chair of the Committee.

8. Representatives

Defined as individuals who have been appointed to serve as the Committee representative by their school Administrator for their school's Parent Teacher Association, Parent Teacher Organization, or Parent Teacher Student Organization. A representative is not a Member. A Member, however, may serve as a Representative. The responsibilities include attending monthly Committee meetings and their school's monthly PTA, PTO, or PTSO meetings. The primary role of the representative is to serve as a conduit of information to the school community.

Article IV – Officers

Except as provided in Article IV, 3, all officers must be voting members of SEAC.

The officers of the Committee shall consist of a Chair, a Vice-Chair of Membership, a Vice-Chair of Planning, a Vice-Chair of Communications, an Immediate Past Chair, and a Secretary;

1. The Immediate Past Chair shall serve on the Executive Committee for one year as an advisor, or in the case of a vacancy in the past chair, by invitation;
2. The Secretary, if not a voting SEAC member, at the discretion of the Executive Committee, may serve as a non-voting member of the Executive Committee;
3. A nominating subcommittee, consisting of three (3) Members appointed by the Chair, will present a slate of proposed officers at the third to last meeting of the year. Additional nominations may be made by the membership during this meeting with the consent of the nominees;
4. The officers of the Committee, except those appointed in accordance with the provisions of Article IV, Section 3 of these bylaws, shall be elected by a majority vote of the Committee at the second to last meeting of the school year provided a quorum (2/3 of the Membership) is present. Officers shall serve a one (1) year term. No Member shall serve in the same office for more than two (2) one-year terms, if there is a desire for other members to fill the position.
5. In the event an office becomes vacant, the Chair shall appoint a replacement for the unexpired term. Vacancy in the office of Chair shall be filled by one of the Vice Chairs for the unexpired term.;
6. The term of officers begins at the last scheduled meeting of the year they are elected and ends at the second to last scheduled meeting of the following year.;

138 7. If for good cause the nominating committee is unable to present at least one
139 qualified candidate for each officer position from the voting membership, the
140 Executive Committee will continue with responsibilities and roles assigned
141 until candidates can be identified and an election held.

142 8. Once the Nominating Committee has a qualified candidate for each
143 position, the candidates shall be presented to the membership and voted on
144 at the next SEAC meeting with quorum. This would be an out of cycle
145 election. The newly elected officers shall serve reduced terms. The next
146 scheduled election cycle will continue as outlined in Article IV 4; and

147 9. The duties of the officers shall be as follows:

148 **Chair:**

- 149 a. Serve as chief executive of the Committee with the powers and duties usually belonging
150 to such a position;
- 151 b. Call and preside at meetings of the Committee;
- 152 c. Serve as ex-officio member of all subcommittees;
- 153 d. Ensure that the Annual Report is submitted to the School Board;
- 154 e. Assure representation of the Committee at functions as requested by the
155 Committee or others;
- 156 f. Participate in orientation activities for new members;
- 157 g. Appoint committee chairs;
- 158 h. If feasible, serve on other school advisory committees in order to facilitate
159 collaboration regarding global issues; and
- 160 i. Appoint a Vice Chair to perform his/her duties when needed. If the
161 position becomes vacant, the Executive Committee may appoint a Vice
162 Chair to the position of Chair for the remainder of the term.

163 **Vice Chairs:**

164 **Vice Chair of Planning**

- 165 a. Shall publish the schedule of the general meetings;
- 166 b. Coordinate general meeting presentations;
- 167 c. Maintain a list of Public Comments to track needs and plan future activities; and
- 168 d. Discharge any duties delegated to him/her by the Chair.

169 **Vice Chair of Membership**

- 170 a. Shall perform duties described under Article III, Membership;

- 171 b. Keep a record of member attendance;
- 172 c. Shall provide new member orientation; and
- 173 d. Discharge any duties delegated to him/her by the Chair.

174 **Vice Chair of Communications**

- 175 a. Send advance notice of scheduled meetings to the Committee Members;
- 176 b. Manage public notice communications; and
- 177 c. Discharge any duties delegated to him/her by the Chair.

178 **Immediate Past Chair**

- 179 a. The Chair shall become the Immediate Past Chair upon completion of the
- 180 Chair's term of office;
- 181 b. Conduct a transition meeting with the new Chair prior to the opening of the
- 182 next school year; and
- 183 c. Discharge any duties delegated to him/her by the Chair.

184 **Secretary**

- 185 a. Take minutes during scheduled meetings and prepare for distribution to the
- 186 Committee prior to the next regular meeting agenda;
- 187 b. Maintain Public Comment documentation and provide copies to the Director
- 188 of Special Education and Vice Chair of Planning; and
- 189 c. Discharge any duties delegated to him/her by the Chair.

190 **Article V – Removal of Officers**

191 For inadequate performance of duties, any officer of the Committee upon petition of
192 one- third of the membership shall be subject to review by the membership for
193 possible removal. A confidential vote of two-thirds of the membership is required to
194 remove an officer. Said member shall have the opportunity to resign or give reason
195 to the Committee why he/she should not be removed from office. Upon affirmative
196 vote of two-thirds of the membership of the Committee, said member shall be
197 removed from office.

198 **Article VI – Committees and Subcommittees**

199 **Executive Committee**

200 The Executive Committee shall consist of the officers of the Committee and

the Immediate Past Chair serving as advisor. The Executive Committee:

- A. Shall transact business as directed by the Committee;
- B. Shall have the responsibility of guiding the Committee between regular meetings with the exception of making final determinations of policy;
- C. Shall create subcommittees as deemed necessary;
- D. Shall report at each regular meeting of the Committee as deemed necessary;
- E. May call "Special Meetings" of the Committee;
- F. Shall plan and set the agenda for regular meetings of the Committee and
- G. Shall acknowledge understanding of and agree to comply with the Freedom of Information Act (FOIA).

Subcommittees

Subcommittees, standing or special, shall be appointed by the Executive Committee, as deemed necessary, to carry out the work of the Committee. Each voting member is required to serve on at least one (1) subcommittee. Standing subcommittees shall consist of at least three (3) members, one of whom may be an ex-officio staff person. Committee Representatives may serve in a voting capacity on no more than two (2) subcommittees concurrently.

Article VII – Meetings Frequency of regular meeting

Unless otherwise ordered by the Chair, the Committee shall meet no less than six (6) times during the calendar school year.

A calendar of meeting topics and places for the year shall be published by the Vice Chair of Planning and submitted to the Director of Special Education by August 1 of each year. One (1) meeting annually shall be designated to review the Annual Special Education Plan and Application for Federal Flow-Through Funds. This meeting shall be at least thirty (30) calendar days prior to the Superintendent's submission of the final documents to the School Board.

Notice

Notice of regular meetings, along with the agenda, shall be distributed to the Members via email and/or posted to the Committee website at least (3) business days prior to the scheduled meeting date except in unforeseen circumstances.

Open Meetings

All regular meetings of the Committee shall be open to the public. ~~If needed,~~
~~speakers Attendees requiring must request~~ reasonable accommodations ~~must make~~
~~a request~~ at least five (5) business days in advance of the meeting.

Electronic Participation

SEAC members may participate in a meeting through electronic communication means from a remote location that is not open to the public. The policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. The following conditions must be met:

- a. A quorum of SEAC members is physically assembled at the primary or central meeting location; and
- b. The SEAC members make arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.
- c. The SEAC members identify any individuals present with them when they are electronically participating in a SEAC meeting.

Executive Session

Through the Chair or by a majority vote of the Committee, Executive Session may be called during any regular Committee meeting. Executive Session shall mean a period of time during a Committee meeting when only members shall be present.

Public Comment

~~A fifteen-minute~~ Public comment forum will be heard at ~~the conclusion of~~ each of the regularly scheduled SEAC meetings. ~~The Public forum comment will be~~ is designated to allow members of the community the opportunity to voice global concerns as outlined on the SEAC Public Comment Guidelines and matters of interest before the Committee and staff members. Individuals wishing to participate with public comment will be limited to 3 minutes and shall provide written documentation of their concern to the Secretary at the end of the public comment period. Lengthy written statements, which may not have been completely presented within the time limitations, will be included in the meeting minutes in accordance with the SEAC Public Comment Guidelines.

The Director of Special Education will be provided the opportunity to respond to persons making public comment either verbally at the next regular scheduled Committee meeting or with written correspondence prior to next scheduled Committee meeting.

Annual Report

The Executive Committee shall prepare an Annual Report for the Superintendent and the School Board. The Annual Report shall document and evaluate the Committee activities for the year and identify unmet needs of students with

270 disabilities.

271 **Article VIII – Quorum**

272 A minimum of two-thirds (2/3) voting members shall constitute a quorum.

273 **Article IX – Amendments**

274 These Bylaws may be amended at any regular meeting by not less than two-thirds
275 of the total Members of the Committee, provided that advance notification is
276 provided. A copy of the proposed amendment(s) shall be distributed to the
277 Members no later than the previous regular meeting.

278 **Article X – Rules of Order**

279 Robert's Rules of Order, revised, shall govern the conduct of the Committee's
280 meetings and other procedural matters, to the extent that such rules are applicable
281 and not inconsistent with the provisions of these bylaws.

282

283 Adopted: ~~April 5, 2017~~ January 6, 2021-

284 Chair: ~~Lorraine Hightower~~ Sharon Tropf